



New York State's Request for Applications - Entrepreneurship Assistance Centers

Addendum # 1 - Questions & Answers

Release Date: October 15, 2021

The following is a list of responses to questions submitted by prospective respondents ("Respondents") to the **New York State's Request for Applications - Entrepreneurship Assistance Centers**

Addendum # 1 - Responses to Questions

No.	Question	Answer
1	<p>a. Is ESD able to extend the due date to submit an application?</p> <p>b. Are you looking for examples of financial reporting, or project objectives tracking?</p>	<p>a. No, the due date is October 25, 2021 at 12:00 NOON -EST ESD will not extend the due date for this Request for Application.</p> <p>b. Examples of project tracking – EAC participant's or client's progress will be tracked against the annual goals that are listed on the application (Section V: Project Goals, Item #38). Please give a sample of any similar type of objectives or project tracking you may have.</p>
2	<p>a. Are we precluded from this RFA as none of the counties listed in the program guidelines are counties we serve ?</p> <p>b. Second, will quarterly reporting be completed through an online ESD portal, via email or both?</p> <p>c. Finally, are grant funds disbursed upon completion of the quarterly reports or at the conclusion of the entire grant period?</p>	<p>a. For this particular RFA, ESD is only seeking to fill Centers in the 3 Economic Regions listed. If your organization actively operates a facility within the Central NY Region, the Mohawk Valley Region, or in the Bronx, Brooklyn, or Staten Island Counties, then you would qualify.</p> <p>b. Data on client progress is entered into ESD's Microsoft Dynamics (MSD) database. Quarterly and final reports are prepared by the Center and are uploaded to a dedicated EAC Lock Box that each Center is assigned.</p> <p>c. Funding is made in two payments. An advance of 50% is released upon ESD's receipt of a fully executed GDA (Grant Disbursement Agreement) – meaning both parties have signed the GDA. Final payment is released after submitting a full accounting of the funds expensed.</p>

3	<p>a. Section 1, #18: Other ESD Funding – Syracuse University SSIC has received the PSBR grant (134,304) even though the GDA is still being finalized. Is it okay for us to list the PSBR grant here?</p>	<p>a. Yes, please list all ESD related funding in this section.</p>
4.	<p>a. Can you tell me if there is any limit to the amount of words/characters in the EAC application? If so, could you publish a list of the word/character limits?</p>	<p>a. When responding to each narrative question, it is highly suggested and appreciated that you please restrict each of your narrative responses to 2 or 3 pages and no more than 5 pages (approximately 5,000 to 15,000 characters). The text boxes are set to unlimited characters and may accommodate more than recommended.</p> <p>The best PDF application for fillable forms such as this application is Adobe Acrobat Reader DC. It is free at https://get.adobe.com/reader/ Once downloaded, launch the application and from there, open the pdf. Choose to open in unprotected mode, if a message appears with this option.</p>